

SELF-HELP LEGAL SERVICES



to Assist Litigants
Without Attorneys
(Self-Represented)

Including programs offered by:

- San Diego Superior Court
- City, County, & State Agencies
- Non-Profit, Government Collaboration Programs with a Legal Services Focus

Introduction to Self-Help Legal Services

This self-help booklet was prepared to help people entering the justice system find services. The booklet has been separated into three sections, (1) Self-Help Programs Located in Court Facilities—by region on pages 2-8, (2) Self-Help & Assistance Programs Offered by Other Government Agencies on pages 9-11, and (3) Non-Profit and Government Collaboration Programs with a Legal Services Focus on the back cover. Many programs listed in this booklet are not affiliated with San Diego Superior Court. Each program is independently responsible for compliance with applicable state or federal laws. The Superior Court does not endorse, evaluate, supervise or monitor these programs.

Most of the clinics and assistance programs in this booklet operate on a first-come, first-served basis. Please arrive early and be prepared. Additional information may be found on the Internet at the Judicial Council of California's self-help center, located at www.legalselfhelp.ca.gov, or San Diego Superior Court's website www.sdcourt.ca.gov.

Self-Help Programs Located in Court Facilities

Central San Diego

Child and Family Support(619) 531-3234

Central Courthouse, 220 West Broadway, Room 4001, San Diego, CA 92101

Operated by San Diego Superior Court's Family Law Facilitator, this program assists self-represented litigants to prepare documents and forms related to child or family support actions. Open Monday-Friday, sign-in at 7:00 a.m. for the 8:30 a.m. session and at 12:00 p.m. for the 1:30 p.m. session.

Civil Harassment Restraining Order Clinic (877) 534-2524

Hall of Justice, 330 West Broadway, 2nd Floor, San Diego, CA 92101

Operated by Legal Aid Society of San Diego (LASSD), this clinic offers assistance to self-represented litigants by explaining procedures and forms. The clinic is open Tuesday and Thursday from 9:00 a.m. to 12:00 p.m.

Conservatorship/Guardianship Clinic..... (877) 534-2524

Madge Bradley Courthouse, 1409 Fourth Avenue San Diego, CA 92101

Operated by Legal Aid Society of San Diego (LASSD), this clinic offers assistance to self-represented litigants to explain procedures and prepare forms. The conservatorship clinic operates on Tuesday from 2:00 p.m. to 4:30 p.m. Guardianship clinic operates each Monday from 9:00 a.m. to 12:30 p.m.

Self-Help Programs Located in Court Facilities

Central San Diego—Continued

Domestic Violence Restraining Order Clinic.....(619) 687-2227

Madge Bradley Courthouse, 1409 Fourth Avenue, San Diego, CA 92101

Operated by San Diego Volunteer Lawyer Program (SDVLP), this clinic offers assistance to self-represented litigants to explain procedures and prepare forms. The clinic is open Monday-Friday from 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m.

Family Law Assistance.....(619) 531-3234

Family Court Building, 1555 Sixth Avenue, San Diego, CA 92101

Operated by San Diego Superior Court's Family Law Facilitator (FLF), this program provides workshops and one-on-one assistance in the areas of divorce, paternity, support issues, and child custody/visitation. FLF is open Monday-Friday, sign-in time is 8:00 a.m. for the session beginning at 8:30 and 11:30 a.m. for the session beginning at 1:30 p.m.

Family Court Services Orientation Classes(619) 236-2681

Family Court Bldg., 1555 Sixth Avenue, Second Floor, San Diego, CA 92101

The court's office of Family Court Services (FCS) provides a parent orientation meeting to provide information about child custody and family court matters. The class is facilitated by an FCS Counselor and is held the 3rd Tuesday of the month at noon, and the 1st Thursday of the month at 5:30 p.m.

Small Claims Legal Advisor(619) 236-2471

Kearny Mesa Branch, 8950 Clairemont Mesa Blvd., San Diego, CA 92123

The Superior Court provides a Small Claims Legal Advisor at no cost. The advisor is an attorney, paralegal, or law student who is available to assist with small claims issues and procedures from filing through enforcement. Advisory hours are Monday-Friday from 8:30 a.m. to 12:00 p.m., and from 1:00 p.m. to 4:00 p.m. The advisor helps litigants on a walk-in basis only. A small claims telephone advisory service is also available during the same hours.

Small Claims Mediation

National Conflict Resolution Center.....(619) 238-2400

Under contract with the County of San Diego, this program uses trained mediators to help litigants reach mutually agreed upon settlements. This program operates on certain days at small claims court in the Kearny Mesa Branch and also has an office at 625 Broadway, Suite 1221, San Diego, CA 92101.

Unlawful Detainer Clinic(877) 534-2524

Hall of Justice, 330 West Broadway, 2nd floor, San Diego, CA 92101

Operated by Legal Aid Society of San Diego, this clinic offers assistance to self-represented litigants to explain procedures and prepare forms. The clinic is open Monday and Friday from 2:00 p.m. to 4:00 p.m.; as well as Tuesday and Thursday from 9:00 a.m. to 12:00 p.m.

Self-Help Programs Located in Court Facilities

East County

Civil Harassment Restraining Order Clinic (877) 534-2524

East County Courthouse, 250 East Main Street, 1st Floor, El Cajon, CA 92020

Operated by Legal Aid Society of San Diego (LASSD), this clinic offers assistance to self-represented litigants by explaining procedures and helping to prepare forms. The clinic is open Monday, Wednesday, and Friday from 8:30 a.m. to 12:00 p.m.; as well as Tuesday and Thursday from 9:30 a.m. to 12:00 p.m.

Domestic Violence Restraining Order Clinic (619) 441-4417

East County Courthouse, 250 East Main Street, El Cajon, CA 92020

Operated by San Diego Volunteer Lawyer Program (SDVLP) and the Center for Community Solutions (CCS), this clinic helps self-represented litigants by explaining procedures and preparing court forms. The clinic is open Monday-Friday from 8:30 a.m. to 4:30 p.m. with a break for lunch around noon.

Family Law Assistance (619) 531-3234

East County Courthouse, 250 East Main Street, El Cajon, CA 92020

Operated by San Diego Superior Court's Family Law Facilitator, this program provides workshops and one-on-one assistance in the areas of divorce, paternity, support issues, and child custody/visitation. Open Monday-Friday, sign-in time is 8:00 a.m. for the session beginning at 8:30 and 11:30 a.m. for the session beginning at 1:30 p.m.

Small Claims Legal Advisor (619) 236-2471

East County Courthouse, 250 East Main Street, El Cajon, CA 92020

The Superior Court provides a Small Claims Legal Advisor at no cost. The advisor is an attorney, paralegal, or law student who is available to assist with small claims issues and procedures from filing through enforcement. Advisory hours are Monday-Friday from 8:30 a.m. to 12:00 p.m., and from 1:00 p.m. to 4:00 p.m. The advisor helps litigants on a walk-in basis only. A small claims telephone advisory service is also available during the same hours.

Small Claims Mediation

National Conflict Resolution Center (619) 593-4530

Under contract with the County of San Diego, this program uses trained mediators to help litigants reach mutually agreed upon settlements. This program operates on certain days at small claims court in the East County Courthouse and also has an office at 181 Rea Avenue, Suite 101, El Cajon, CA 92020.

Self-Help Programs Located in Court Facilities

East County—Continued

Unlawful Detainer Clinic(877) 534-2524

East County Courthouse, 250 East Main Street, 1st Floor, El Cajon, CA 92020

Operated by Legal Aid Society of San Diego, this clinic offers assistance to self-represented litigants to explain procedures and help them to prepare forms. The clinic is open Monday, Wednesday, and Friday from 8:30 a.m. to 12:00 p.m.; as well as Tuesday and Thursday from 9:30 a.m. to 12:00 p.m.

North County

Child and Family Support(760) 940-4952

North County Courthouse, 325 South Melrose Drive, Vista, CA 92081

Operated by San Diego Superior Court's Family Law Facilitator (FLF), this program assists self-represented litigants to prepare documents and forms related to child or family support actions. Open Monday-Friday on a first-come, first-served basis. Sign-in times are 7:30 a.m. and 12:00 p.m., sessions begin at 8:30 a.m. and 1:30 p.m.

Civil Harassment Restraining Order Clinic(760) 941-5685

North County Courthouse, 325 South Melrose Drive, CA 92081

Operated by San Diego Volunteer Lawyer Program, this clinic offers assistance to self-represented litigants to explain procedures and prepare forms. The clinic is open Monday, Wednesday, and Friday from 8:30 a.m. to 12:00 p.m.

Domestic Violence Restraining Order Clinic(760) 941-5685

North County Courthouse, 325 South Melrose Drive, Vista, CA 92081

Operated by San Diego Volunteer Lawyer Program (SDVLP), this clinic offers assistance to self-represented litigants to explain procedures and help to prepare forms. The clinic is open Monday-Friday from 8:00 a.m. to 4:30 p.m. (please arrive before 2:30 p.m. in order to be helped that day).

Family Law Assistance(760) 940-4952

North County Courthouse, 325 South Melrose Drive, Vista, CA 92081

Operated by San Diego Superior Court's Family Law Facilitator, this program provides workshops and one-on-one assistance in the areas of divorce, paternity, support issues, and child custody/visitation. FLF is open Monday-Friday, sign-in time is 8:00 a.m. for the session beginning at 8:30 and 11:30 a.m. for the session beginning at 1:30 p.m.

Self-Help Programs Located in Court Facilities

North County—Continued

Small Claims Legal Advisor(619) 236-2471

North County Courthouse, 325 South Melrose Drive, Vista, CA 92081

The Superior Court provides a Small Claims Legal Advisor at no cost. The advisor is an attorney, paralegal, or law student who is available to assist with small claims issues and procedures from filing through enforcement. Advisory hours are Monday-Friday from 8:30 a.m. to 12:00 p.m., and from 1:00 p.m. to 4:00 p.m. The advisor helps litigants on a walk-in basis only. A small claims telephone advisory service is also available during the same hours.

Small Claims Mediation

North County Lifeline, Inc.....(760) 726-4900

Under contract with the County of San Diego, this program uses trained mediators to help litigants reach mutually agreed upon settlements. This program operates on certain days at small claims court in the North County Courthouse and also has an office at 200 Michigan Avenue, Vista, CA 92084.

Map of San Diego County with Courthouse Locations



Self-Help Programs Located in Court Facilities

South County

Civil Harassment Restraining Order Clinic(877) 534-2524

South County Courthouse, 500 Third Avenue, Chula Vista, CA 91910

Operated by Legal Aid Society of San Diego (LASSD), this clinic offers assistance to self-represented litigants to explain procedures and prepare forms. The clinic is open Monday-Friday from 9:00 a.m. to 12:30 p.m.

Domestic Violence Restraining Order Clinic(877) 534-2524

South County Courthouse, 500 Third Avenue, Chula Vista, CA 91910

Operated by Legal Aid Society of San Diego (LASSD), this clinic offers assistance to self-represented litigants to explain procedures and prepare forms. The clinic is open Monday-Friday from 9:00 a.m. to 4:30 p.m.

Family Law Assistance(619) 691-4875

South County Courthouse, 500 Third Avenue, Chula Vista, CA 91910

Operated by San Diego Superior Court's Family Law Facilitator (FLF), this program provides workshops and one-on-one assistance in the areas of divorce, paternity, support issues, and child custody/visitation. Open Monday-Friday, sign-in time is 8:00 a.m. for the session beginning at 8:30 and 11:30 a.m. for the session beginning at 1:30 p.m.

Small Claims Legal Advisor(619) 236-2471

South County Courthouse, 500 Third Avenue, Chula Vista, CA 91910

The Superior Court provides a Small Claims Legal Advisor at no cost. The advisor is an attorney, paralegal, or law student who is available to assist with small claims issues and procedures from filing through enforcement. Advisory hours are Monday-Friday from 8:30 a.m. to 12:00 p.m., and from 1:00 p.m. to 4:00 p.m. The advisor helps litigants on a walk-in basis only. A small claims telephone advisory service is also available during the same hours.

Small Claims Mediation

National Conflict Resolution Center(619) 428-3200

Under contract with the County of San Diego, this program uses trained mediators to help litigants reach mutually agreed upon settlements. This program operates on certain days at small claims court in the South County Courthouse and also has an office at 663 East San Ysidro Blvd., San Ysidro, CA 92173.

Unlawful Detainer Clinic(877) 534-2524

South County Courthouse, 500 Third Avenue, Chula Vista, CA 91910

Operated by Legal Aid Society of San Diego, this clinic offers assistance to self-represented litigants to explain procedures and prepare forms. The clinic is open Monday-Friday 9:00 a.m. to 12:30 p.m.

Self-Help Programs Located in Court Facilities

San Diego Superior Court Information

The Superior Court has developed a series of brochures subtitled “Answers to Frequently Asked Questions,” which are available at the appropriate court business offices in the Central, East, North, and South County Division facilities. Brochure topics include:

- Appeals • Civil Cases • Criminal Cases • Family Law Cases
- Minor Offenses: General Info. • Minor Offenses: Insurance Violations
- Small Claims Court • Unlawful Detainers

Additional information may be found at either:

www.sdcourt.ca.gov or www.legalselfhelp.ca.gov.

General Information telephone numbers for San Diego Superior Court

Central Division(619) 531-4420

Civil Bus. Office, 330 W. Broadway, SD, CA 92101	(619) 531-3141
Criminal Bus. Office, 220 W. Broadway SD, CA 92101	(619) 531-3040
Family Law, 1555 Sixth Avenue, SD, CA 92101	(619) 236-0189
Family Law Facilitator, 1555 Sixth Avenue, SD, CA 92101	(619) 531-3234
Family Support Division, 220 W. Broadway, 4th Floor, Room 4005	(619) 515-8849
Juvenile Court, 2851 Meadowlark, SD, CA 92123	(858) 694-4601
Probate, 1409 Fourth Ave, SD, CA 92010	(619) 687-2000
Small Claims, 8950 Clairemont Mesa Blvd., SD, CA 92123	(858) 694-2066
Traffic, 8950 Clairemont Mesa Blvd., SD, CA 92123	(858) 565-1006

East County Division, 250 E. Main St, El Cajon, 92020(619) 441-4100

Civil/Small Claims Bus. Office	(619) 441-4100
Criminal Bus. Office	(619) 441-4342
Family Law	(619) 441-6770
Family Law Facilitator	(619) 531-3234
Juvenile Dependency	(619) 441-4250
Traffic	(619) 441-4100

North County Division, 325 S. Melrose, Vista, 92081(760) 726-9595

Civil Bus. Office	(760) 726-9595 during message enter 1, 5, 0
Criminal Bus. Office	(760) 726-9595 during message enter 1, 6, 0
Family Law	(760) 726-9595 during message enter 1, 4, 0
Family Law Facilitator	(760) 940-4952
Juvenile	(760) 726-9595 during message enter 1, 4, 2, 0
Probate	(760) 726-9595 during message enter 1, 8, 2, 3
Small Claims	(760) 726-9595 during message enter 1, 5, 1, 0
Traffic	(760) 806-2444

South County Division, 500 Third Ave., Chula Vista, 91910(619) 691-4726

Civil Bus. Office	(619) 691-4439
Criminal Bus. Office	(619) 691-4726
Family Law	(619) 691-4875
Family Law Facilitator	(619) 691-4875
Juvenile Dependency	(619) 691-4678
Small Claims	(619) 691-4766
Traffic	(619) 691-4726

Self-Help & Assistance Programs offered by Other Government Agencies

Adoptions Program (County)..... (877) 423-6788

The Adoptions Program provides services for children, birth parents, and applicant families. The Adoptions Program is licensed and designated by the State of California Department of Social Services to investigate and report to the Juvenile Court on all adoption petitions filed in San Diego County.

Aging and Independence Services (County) (800) 510-2020

AIS is the public organization in the county that combines services for older adults and disabled persons under one umbrella. Services provided by AIS or through contracts with community-based organizations include five areas of focus: (1) information services; (2) home-based services; (3) protection & advocacy; (4) health independence services; and (5) community enrichment.

Alcohol and Drug Services (County) (619) 584-5007

ADS provides an integrated system of community-based alcohol and other drug prevention, intervention, treatment, and recovery services throughout San Diego County via contracts with local service providers.

Alternate Public Defender (County)..... (619) 446-2900

Main Office, 110 West "C" Street, Suite 1100, San Diego, CA 92101-3905

Responsible for handling the defense of indigent criminal defendants in which the Public Defender has declared a conflict of interest. There are also four branch offices located in Vista, El Cajon, Kearny Mesa and South Bay.

California Courts Online Self-Help Center

This web site will help you find assistance, information, work better with an attorney, or represent yourself in some legal matters. Provided in English and Spanish. www.courtinfo.ca.gov/selfhelp

Child Abuse Hotline (County)..... (800) 344-6000

The 24-hour Hotline is staffed by trained social workers who receive calls about child abuse, molestation, and neglect. Local number is (858) 560-2191 or hotline can be reached within California.

www2.sdcountry.ca.gov/hhsa/programs.asp

Child Support Services (County) (619) 236-7600

220 West Broadway, Sixth Floor, San Diego, CA 92101

The Department of Child Support Services establishes, enforces and modifies child support orders; collects and distributes child support payments; establishes paternity; and locates parents. www.sandiegochildsupport.org

Child Welfare Services (County) (858) 694-5191

Investigate reports of suspected child abuse and neglect and intervene with families who do not meet the minimum community standards of health and safety under the law.

Self-Help & Assistance Programs offered by Other Government Agencies

Dept. of Aging (State)..... (800) 510-2020

The California Department of Aging serves seniors and adults with disabilities. The Department administers Older Americans Act programs for supportive services, in-home services, congregate and home-delivered meals, and a system of multipurpose senior centers. www.aging.ca.gov

Dept. of Alcohol & Drug Programs (State)..... (800) 879-2772

The Resource Center at the California Department of Alcohol and Drug Programs maintains a comprehensive collection of alcohol, tobacco, and other drug prevention and treatment information. www.adp.cahwnet.gov

District Attorney's Office (County)..... (619) 531-4040

330 West Broadway, Seventh Floor, San Diego, CA 92101

Responsible for investigating and prosecuting criminal felony violations in the County of San Diego and misdemeanors outside the City of San Diego.

www.sdcda.org

Domestic Violence—Family Justice Center..... (866) 933-4673

707 Broadway, Second Floor, San Diego, CA 92101

Trained staff and volunteers can offer help, schedule an appointment (although not necessary), answer questions, or give you information about the resources available to victims of domestic and family violence.

www.familyjusticecenter.org

Domestic Violence-North County Family

Violence Prevention Center (NCFVPC)..... (760) 798-2835

340 Rancheros Drive, Suite 190, San Marcos, CA 92069

Operated by San Diego County Sheriff, provides services and information to victims seeking counseling services, shelter, and community services. The center has bilingual advocates (English-Spanish) who can help work on a customized safety plan, assistance with a restraining order, or talk to a sheriff.

Elder Law and Advocacy (County) (858) 565-1392

Provides adults age 60 and older with an affordable way to take care of simple legal matters. Referrals are available for more complex legal assistance. Also provides free assistance to family caregivers of persons 60 and older.

Mental Health Services-Adult (County)..... (619) 563-2700

San Diego County Adult/Older Adult Mental Health offers a wide variety of treatment, rehabilitation and recovery services to help people who are experiencing persistent and severe mental illness or a mental health crisis.

Mental Health Services-Children (County) (619) 563-2750

Children's Mental Health Services (CMHS) aids children and adolescents who are emotionally disturbed, and their families.

Self-Help & Assistance Programs offered by Other Government Agencies

Parent Education (619) 388-3400

San Diego Community College District, in collaboration with Superior Court, offers parent education classes on a voluntary or court-ordered basis. Subjects include: communication, discipline, and grandparent/stepparent relationships. Call for class schedule and location. www.sdcc.edu

Public Administrator/Guardian (County)..... (858) 694-3500

The Public Administrator is charged with investigating and administering the estates of persons who die with no will, or without an appropriate person willing or able to act as an administrator.

Public Defender (County) (619) 338-4700

Appointed by the court for indigent criminal defendants. Also see Alternate Public Defender.

San Diego County Public Law Library

The Public Law Library welcomes all users. It readily accepts referrals from other public libraries, the courts, and other public agencies. The Public Law Library provides sources of legal information, but it does not provide legal advice.

Main Library (619) 531-3900

1105 Front Street, San Diego, CA 92101

East County Branch (619) 441-4451

East County Courthouse, 250 East Main Street, El Cajon, CA 92020

North County Branch..... (760) 940-4386

North County Courthouse, 325 South Melrose Drive, Vista, CA 92081

South County Branch..... (619) 691-4929

South County Courthouse, 500 Third Avenue, Chula Vista, CA 91910

State Dept. of Developmental Disabilities,

San Diego Regional Center (858) 576-2996

4355 Ruffin Road, Suite 200, San Diego, CA 92123-1648

The San Diego Regional Center (SDRC) serves as a focal point in the community through which a person with a developmental disability and his or her family can obtain services and be linked to other community resources within San Diego and Imperial counties. Web address www.sdrc.org

Veterans Services (County)..... (619) 531-4545

The Veterans Services office assists veterans and their dependents and survivors to obtain benefits from the federal, state, and local agencies administering programs for veterans and provides advocacy to the veteran community regarding entitlement rights to federal, state, and local benefits programs.

Non-Profit & Government Collaboration Programs with a Legal Services Focus

211 San Diego InfoLine 211 or (858) 300-1211

211 is the dialing code for free, 24-hour access to information for people who don't know where to start when they need essential health and human services, from drug treatment & domestic violence to care for a child or aging parent. TTY (858) 300-1311, www.211sandiego.org

EZ Legal File

EZLegalFile is an interactive program that will help you fill out the forms necessary to request or respond to Family Law, Small Claims, Unlawful Detainer, Domestic Violence, and Guardianship. www.ezlegalfile.com

Law Help California

LawHelpCalifornia.org provides low-income Californians with online access to basic legal resources and attorney information. www.lawhelpcalifornia.org

Legal Aid Society of San Diego (877) 534-2524

110 South Euclid Ave. San Diego, CA 92114

Available to low-income individuals for a variety of legal problems, including: consumer, family disputes, welfare and health benefits, immigration, landlord/tenant disputes, disability support, and family benefits. www.lassd.org

Mediation

National Conflict Resolution Center..... (619) 238-2400

Main office, 625 Broadway, San Diego CA 92101

North County Lifeline, Inc..... (760) 726-4900

Main office, 200 Michigan Avenue, Vista, CA 92084

Lawyer Referral Services

East County Lawyer Referral Service..... (619) 588-1936

North County Lawyer Referral (760) 758-4755

San Diego County Lawyer Referral Service..... (800) 464-1529

San Diego Volunteer Lawyer Program, Inc. (619) 235-5656

625 Broadway, Suite 925, San Diego, CA 92101 www.sdvlp.org

University of San Diego Legal Clinic (619) 260-7470

5998 Alcala Park, San Diego, CA 92110

Operated Monday-Friday from 9 a.m. to 5 p.m. through the USD School of Law. Clinics assist low-income individuals who need assistance with: taxpaying, small claims, immigration, civil, mental health, land use, and more.

Some programs listed are not affiliated with San Diego Superior Court. Each program is independently responsible for compliance with applicable state or federal laws. The Superior Court does not endorse, evaluate, supervise or monitor these programs